

WORLD MISSIONS CHRISTIAN FELLOWSHIP MUSIC MINISTRY

GUIDE BOOK

Rev 1.0

“Praise the LORD. Praise God in his sanctuary: praise him in his mighty heavens. Praise him for his acts of power; praise him for his surprising greatness. Praise him with the sounding of the trumpet, praise him with the harp and lyre, praise him with tambourine and dancing, praise him with the strings and flute, praise him with the clash of cymbals, praise him with resounding cymbals. Let everything that has breath praise the LORD. Praise the LORD.” (Psalm 150)

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Contact Information

If you can't make it to a practice or service, the following are the top three contacts you should attempt to make, in order.

| Position | Name | Cell Phone |
|--------------------------|--------------------------------|--------------------------------------|
| Worship Leader | (See Schedule) | |
| Assistant Worship Leader | (See Schedule) | |
| Music Directors | Obi Iroezi Anthony Nwokafor | (310) 995 - 6507 (310) 503 - 1666 |

The Music Directors can always be emailed at music@worldmissionscc.com

If you need to contact the church office for any reason, you may do so using the following contact information:

E-mail: music@worldmissionscc.com

Phone: (323) 451 - 3380, (424) 442-9921

Website: <http://www.worldmissionscc.com>

Mission Statement

Our mission is to lead the congregation in true personal and corporate worship under the guidance of the Holy Spirit, incorporating the message of the gospel in worship for the purpose of evangelism, bringing glory to God and drawing people closer to Him through our worship services.

“God is Spirit, and those who worship Him must worship Him in spirit and in truth”. (John 4:24)

Vision & Purpose

Our vision for this ministry is to maintain a musical program of excellence. We desire to have a music ministry, including singers and musicians, choirs for special performances, dramas, and live recordings of praise/worship. Special programs for younger children will also be available periodically.

It is our belief at World Missions Christian Fellowship that the Music ministry is a vital part to the ministry of this body of believers. Members should view their function as ministers of the gospel through music and song. Those who serve in the Music ministry, therefore, should view their role as a calling from God. Membership on any team in the Music ministry (in any capacity) is a position of Christian leadership. The primary function, then, is to lead the congregation in true worship under the guidance of the Holy Spirit. We emphasize that our purpose and calling is that of leading others into the very presence of the Living God. There is no calling issued for “performances” and “showmanship” – only true praise and worship. Therefore, members must strive continually through prayer and example to have a pure heart before God and others.

Objectives

1. To create an atmosphere where all feel welcomed into the expression of the corporate worship of God.
2. To introduce popular, meaningful worship songs and unique worship music, maintaining a contemporary approach, whilst not leaving out the traditional music of the church.
3. To encourage the use of spiritual gifts in worship, showing sensitivity to the working of God’s Spirit that is necessary to bring honor to His Name.
4. To maintain a biblical approach to worship that is honoring to God and relies on the scriptures as the standard of truth.
5. To encourage an attitude of expectation, where the realization of God’s presence through worship creates excitement and opens hearts to receive the message from the Word of God.
6. To dispatch believers into the harvest field through evangelism.
7. To disciple converts to Christ-like maturity and incorporate them into the Church.
8. To develop leaders that will demonstrate God’s love through service, so that we can devote our lives to follow God as we celebrate His presence in worship.

Calling

- ❖ It is very important for members of the Music ministry to feel that they are “called, appointed, and anointed” to the ministry.
- ❖ Members must be born-again believers of Christ, and their lifestyle must reflect.
- ❖ Members must be worshipers on and off the platform. Anyone who has difficulty worshipping at home or in the congregation is not ready to be a leader.

Talent and Skill

Although we recognize the importance of a pure heart, the musician and vocalists also need to have enough skill so that they can follow the Holy Spirit. Musicians and vocalists should have open hearts to receive advice, correction, training, and should be committed to becoming proficiently skilled at their ministry. *“Kenaniah the head Levite was in charge of the singing; that was his responsibility because he was skillful at it.” (1 Chronicles 15:22)*. One does not need to be a professional musician to worship the Lord, but God honors the discipline of additional practice and preparation. *“Failing to prepare is preparing for failure.”*

Commitment

- ❖ Music ministry members should be actively involved at World Missions Christian Fellowship and dedicated to our church’s vision and to the leadership of its pastor and other leaders. This commitment includes their prayers, regular attendance, and tithes/offerings.
- ❖ Those who commit to serving in the Music ministry are asked to commit to weekly rehearsals and they are expected to do their best to make sure other commitments do not interfere with their ability to fulfil their duties on a weekly basis.
- ❖ Because we value the importance of family, prospective Music ministry members should not join the team without the full support of their family.

Standards of Conduct

1. As a member of the Music Ministry, I understand that I am first a disciple of Jesus Christ. I will guard my speech and keep myself in check from gossip, my pride, and my own ambitions. I will commit myself to prayer continually humble myself at the foot of the cross, and submit to leadership. I will keep Christ the center of my home, vocation, recreation, and my fellowship inside and outside the church.
2. As a member of the Music Ministry, I understand that I am a part of the church body. I agree to place myself under the leading and authority of their leadership. As a member, I also recognize that both I and my family will support and help carry out the mission of World Missions Christian Fellowship in everything we do.
3. As a member of the Music Ministry, I recognize that I am both a worshiper and part of the music ministry. My role is as important as any other public participant. As such, I promise to

carry myself with dignity by dressing modestly and appropriately. I will use my body language and facial expressions in such a way as to engage those I am leading in worship. At the same time, I will make every effort not to miss out on the opportunity to individually bring my own praises to God in the corporate worship assembly.

4. As a member of the Music Ministry, I will commit myself to the guidelines set forth by the Pastor, Worship Leader, and Choir Director. I will strive for excellence in everything I do in connection with our music and in ministry as a whole. I will make every effort to be at all scheduled practices and services. I will be fully prepared for each service in which I participate. I will give ample advance notice in the event of my absence so that a replacement may be contacted. If I am asked to excuse myself for any reason, I will do so in a spirit and manner worthy of Christ.

Structure

The worship ministry is structured as follows:

1. *Worship Pastor* - the worship pastor is head of the entire Music ministry, presiding over all sub-departments and their leaders. Provides visionary guidance to the ministry.
2. *Music Director* - the music director reports to the Worship Pastor and is responsible for the operations of the various teams, meeting with the team leaders regularly and ensuring that the ministry has the required tools to meet fulfill their mission.
3. *Praise/Worship Team* - headed by the Worship Leader. It consists of choir participants who have been selected to sing with microphones during worship. There are currently four (4) positions on the praise/worship team. Two (2) to three (3) alternates will be selected to fill in for praise/worship team members in the event of their absence
4. *Choir* - headed by the Choir Director. To become a choir member, a volunteer must first participate in a tryout scheduled with the Worship Leader or Choir Director.
5. *Band* - the band consists of all instruments of all types that participate in the Music Ministry. New members may join by invitation of the Worship Leader.
6. *Offertory Team* - offertory team members must try out with the worship leader to participate in this ministry. Each offertory team member must submit a list of songs they are prepared to perform, and may submit new songs as they learn them. Members will be notified in advance of a Sunday service if they are scheduled to sing.
7. *Sound Team* - the Head Sound Technician directs and trains other sound board operators/technicians under the direction of the Worship Leader. No one but sound team members should adjust sound board settings without the worship leader's explicit approval.
8. *Projection Team* - the projection team is in charge of operating the computer, providing projection of lyrics, announcements, and sermon slides during services. The Head Visual Equipment Operator directs and trains other operators. No one but Projection team members should adjust or operate visual equipment without the worship leader's explicit approval.

New Applicants and Waiting Periods

- ❖ We constantly seek to expand our Music ministry. Anyone interested in serving is encouraged to set up an appointment with the Worship Pastor or Music Director to discuss the guidelines and expectations presented in this manual. The prospective Music ministry member may also have a brief and informal audition at this time or be referred to the Worship Leader for an audition.
- ❖ New applicants to the Music ministry will be required to attend three (3) to four (4) Rehearsals (Thursday Practices) before they will be allowed to take on a backup role during worship. Once in a backup role, new applicants will then be paired up with veteran worship leaders, at the Music Director's discretion, before being allowed to take the role of worship leader.

Responsibilities

- A. *Attend Practices* – Every team member is required to attend practices. If you cannot commit to be at the practices you will NOT be prepared to be part of worship- you will end up “winging it.” This is not acceptable and you will not be allowed to serve Sunday morning without participation in music practice.
- B. *Assist People* – help people “enter” into worship; encourage people to worship God and not be focused on what they “get out of it.” Worship is giving praise to God.
- C. *Prepare Your Heart* – on Sunday morning we are often so rushed and hurried that we are not in an attitude of worship. We need to take time to ready our hearts, so that we are fully entering into worship.
- D. *Prayer* - pray for the service before hand with the worship leader and the Music Ministry.
- E. *Help Your Team* – demonstrate a Christ-like attitude in whatever way God chooses to use you, big or small. Be a team player, supporting each of you fellow ministry members in their roles.
- F. *Be Teachable* – No one has ever “arrived”; when we think we have, we settle into complacency. We should keep ourselves open to one another, to new ways of looking at things, and to correction (as hard as that may be).
- G. *Be Humble* – We need to point to Christ and not put ourselves on a musical pedestal according to abilities; *“He must increase and I must decrease.” (John 3:30)* Humility means being receptive to constructive criticism and remaining open to the comments and ideas of others.
- H. *Teamwork* – As the saying goes, “there is no ‘I’ in team.” Every Music Ministry needs to view itself as a team. Our musical goal is to flow as one musically and spiritually, drawing people into the presence of God through worship. Our hearts’ attitudes should not be to display our own talents or skills. We need to lead in such a way that we draw attention to God rather than ourselves. Maturity in Christ means being able to work with each other and thinking of others and their ideas before our own. Any differences need to be dealt with in love, seeking to foster peace. *“But the wisdom from above is first of all pure. It is also peace loving, gentle at all*

times, and willing to yield to others. It is full of mercy and the fruit of good deeds. It shows no favoritism and is always sincere.” (James 3:17).

- I. *Mutual Encouragement* - build each other up with positive comments and affirmation. Music Ministry is a team effort, not a competition. Lifting one another up is key to our success as a ministry.

Sound Technicians (ST's) and Visual Equipment Operators (VEO's)

Sound Technicians (ST's) and Visual Equipment Operators (VEO's) are very important members of the music ministry.

- ❖ ST's and VEO's are required to participate in the Thursday (evening) / Sunday (morning) rehearsals in order to help adjust the microphones, monitors, instruments and speaker volumes for the best sound.
- ❖ VEO's are asked to arrive early so they can operate the slides while the praise/worship or choir teams rehearse. These members are highly encouraged to also learn the songs and should be attentive at all times during the service and ready to make changes “on the fly” where necessary.
- ❖ ST's are also asked to arrive early, and help the music teams as much as possible. ST's must be alert and responsive, especially during the worship, and should be ready to make adjustments quickly.

Dress Code

Everyone on the platform is responsible to dress in a modest, respectful fashion. Although we recognize that God does not judge us by outward appearance (1 Samuel 16:7), we realize that proper attire adds a level of professionalism to the worship experience. We also know that man *does* look at the outward appearance, and a bad first impression may turn a visitor away. Consequently, members are encouraged to be neat, clean, and appropriately dressed for all services. Inappropriate dress for regular worship services includes T-shirts, old jeans, sweats, short skirts, flip-flops, tennis shoes, shorts, capris, tank tops or sleeveless shirts. *“All the Levites who were musicians . . . stood on the east side of the altar, dressed in fine linens” (2 Chronicles 5:12).*

Requirements are as follows:

Men - Wear nice, clean shirt and pants. Be well groomed and neat in appearance. Be professional and impressive.

Women - Wear a dress, skirt, or dress pants, No capris or jeans. Skirts and dresses must be at or below the knees, including slits. Wear a nice shirt or blouse. Stay away from low cuts, mid-riffs, and tight-fitting clothes such as leggings. Be modest.

REMEMBER: *If in doubt ask the Music Director, Worship leader or Assistant Worship Leader*

Practice Times

Participation in practices is an essential component to excellence as a music ministry. The following are our requirements and expectations concerning practices:

1. Music Rehearsal: is from 7:00 p.m. - 9:00 p.m. Thursday evenings. This practice is mandatory for all music ministry teams. This is where we all sync up as a team, be refreshed, learn new songs and practice new skills. At the last music rehearsal of the month, we will run through the list of songs for the coming month.
2. Sunday Morning Run Through: is from 9 a.m. - 10:00 a.m. on Sunday mornings. The band, Praise/Worship team, scheduled ST's and VEO's must be present at this practice. Worship begins at 11:05 a.m. on Sunday mornings.
3. Offertory Practice. If an offertory member is scheduled for a Sunday morning performance, they must show up to Sunday morning run through at 9:30 a.m. on Sunday morning.
4. Special Practices: From time to time, there will be a need for extra practices due to special events such as Easter or Christmas. These practices will be scheduled for Saturdays and the times will be determined as needed for each practice.
5. Practice on your own. Read the Online Resources section for more information about accessing music and orders of worship.

Music Rehearsal

Music Rehearsal is from 7:00 p.m. - 9:00 p.m. Thursday evenings. This practice is mandatory for all music ministry teams. This is where we all sync up as a team, be refreshed, learn new songs and practice new skills. A few things happen at the music rehearsal.

1. A short analysis of the previous Sunday's worship. Everyone is expected to have listened to the SoundCloud recording. We highlight what was done right, what wasn't done right, where the challenges were and how to overcome them in the future.
2. The Worship leader prepares a three (3) to five (5) minute exhortation to share with the team. The exhortation should ideally emphasize and affirm the lyrics of the songs that will be rehearsed. This will help prepare the Worship Leader and the team for worship.

Attendance and Punctuality Policy

- ❖ Attendance and punctuality are very important factors for being a member of the Music ministry.
- ❖ Weekly rehearsals are required, and members should arrive ready to work on the designated material.
- ❖ Poor attendance and showing up late for rehearsals demonstrate a lack of discipline and respect for the Lord's ministry.

- ❖ Those who are unable to attend rehearsals should not expect to participate in the praise team the following Sunday unless prior arrangements with the Worship Pastor, Music Director or Worship Leader were made.

You may have excused absences as long as you pre-schedule them with the Worship Pastor, Music Director or Worship Leader. Please do so at least twenty-four (24) hours in advance, or in the case of illness as soon as you realize you will not be able to come to practice. Examples of reasons for which you may have an excused absence are work conflicts, vacation, anniversaries, birthdays, or other special events. You cannot have excused absences because it's difficult to make practices or because you want to sleep in on Sunday mornings, if it becomes apparent you are trying to abuse the absence policy. Emergency situations will always be excused, whether a call was made beforehand or not. We do not expect you to make a special effort to contact us during a crisis, but we will need to be informed when it is convenient so we can excuse your absence. Failure to live up to these standards will result in suspension or expulsion from the Music ministry.

The attendance policy is a four tier policy process. Attendance infractions are tallied over your last twelve (12) months of attendance.

- ***Your first infraction will result in a warning.***
- ***The 2nd infraction will result in a one (1) month suspension.***
- ***The 3rd results in a three (3) month suspension.***
- ***The fourth infraction means expulsion from the worship ministry***

Schedule Conflicts

If at any time, a member (including VEO's and ST's) cannot attend a service, rehearsal, etc. they must notify the worship leader in advance if at all possible so that proper adjustments can be made.

Disciplinary Action

In order to maintain discipline and encourage excellence in our ministry there are some misconducts that will result in immediate dismissal or temporary probation of participation in the Music ministry.

These may include:

1. Sexual immorality of any kind or other forms of addiction.
2. Failure to attend practice without legitimate reason or failure to inform the Worship Leader or Choir Director of your absence. See the attendance policy for details.
3. Proudful attitudes such as arrogance, haughtiness, an argumentative attitude, sarcasm, an unteachable spirit, defiance, or lack of cooperation. Having a bad or wrong attitude is a poor reason to sit out or be sat out and negate your responsibility to God, the congregation, and the team. It would be best if you identify and correct it voluntarily and immediately rather than excuse it selfishly.
4. There may be occasions or seasons when the Pastor may ask you to take a break for your own edification or to fulfill another need. Honor such requests in a spirit of maturity.

5. If you are not dressed according to dress code you will be asked to sit out for that service. Chronic offenders will face suspension or expulsion from the worship ministry. See the dress code for details.

Worship Lists

There are two worship lists: Monthly and Sunday worship lists. The monthly worship lists are prepared at least two (2) months ahead with a maximum of ten (10) songs for each month out of which a maximum of four (4) may be new songs. The Sunday worship lists are prepared by the schedule Worship Leader two (2) weeks ahead of the scheduled Sunday. This allows all teams enough time to prepare graphics, lyrics, vocals, music and production.

Online Resources

World Missions Christian Fellowship's website provides many resources for the music ministry. To access these resources, you should first provide the worship leader with a username and password you would like to use to access these resources. The church website address is <http://www.worldmissionscc.com>. If you click on the music tab, it will display some information about our Music Ministry and a set of resources for the music team.

These resources include:

1. Weekly Order of Worship (<http://www.worldmissionscc.com/music/worshiplist.php>)
2. Music Team Resource Area (<http://www.worldmissionscc.com/music/musiclist.php>)
3. Worship Ministry Schedule (<http://www.worldmissionscc.com/music/schedule.pdf>)
4. These Guidelines (<http://www.worldmissionscc.com/music/guidelines.pdf>)

You do not need a username and password to view any of these pages. However, you will be prompted for these if you try to listen to the MP3s or view the lead sheets or chord charts in the Music Ministry Resource Area or Weekly Order of Worship.

Schedules & Deadlines

The following are deadlines for schedules, orders of worship, and ministry commitments:

- Sunday Worship List - available online by Tuesday at 12 p.m.
- Worship Schedule - available online by the last week of the current schedule.
- Ministry Commitment Form - must be received before active participation. Commitment is renewed on an annual basis.

ANNUAL AGREEMENT FOR THE MUSIC MINISTRY

I, _____, am voluntarily committing to a year of service in the music ministry, barring unforeseen circumstances. I certify that I have read, understand, and agree to the following:

[Standards of Conduct](#)

[Responsibilities](#)

[Dress Code](#)

[Practice Times](#)

[Music Rehearsal](#)

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At this time, I am also expressing my interest in serving or continuing to serve in the following ways:

- Praise/Worship Team
- Choir
- Band
- Offertory Team
- Sound Team
- Projection / Visual Equipment Team

Signed: _____ Date: _____